

State of California—Health and Human Services Agency Department of Health Services



Host Agency Requirements & Responsibilities For DHS-Sponsored, Standardized Child Passenger Safety (CPS) Training

Governor

Host Agency/Course Administrator - **Lead Instructor** - **Instructor Mentor** - **Co-Instructor**

This document outlines the Host Agency requirements and the Course Administrator responsibilities for coordinating a DHS-Sponsored Standardized CPS Technician Training. A period of 14-16 weeks is needed to plan, coordinate and conduct a Standardized CPS Technician Training. The course must be registered with SAFE KIDS at least 10 weeks prior to the class start date and funding assistance/continuing education credit through DHS must be requested prior to registering the course with SAFE KIDS. DHS will assist with coordination of training and pay expenses for up to two instructors to achieve certification of CPS Technicians who will provide community-based education and car seat installation services to predominately under-served populations in the State.

I. Course Requirements - Host Agency will coordinate or provide:

A. Staffing:

- A designated Course Administrator from the Host Agency (cannot be the Lead Instructor)
- At least two full time CPS Instructors (DHS will pay for 1 instructor per 10 participants)
- A designated CPS Instructor Mentor for any CPS Instructor Candidates

CPS Instructor Qualifications	Lead Instructor	Instructor Mentor	Co-Instructor
Minimum # Years National CPS Instructor Certification held	2	2	0
Minimum # NHTSA Standardized Courses taught	5	5	0
Attended a CPS Technician Refresher Course in past 2 yrs.	✓	✓	✓

For complete list of qualifications See: "DHS CPS Course Requirements & Instructor Qualifications"

B. Logistics:

- The promotion, participant recruitment and registration for the training and check up event
- A training facility with adequate space and parking for hands-on activities inside and outside
- Access to training equipment needed for the course (See details re: CPS Training Trailers)
- A car seat check-up event on the final day of training (location, equipment & promotion)
- Community service opportunities for new technicians subsequent to the training

C. Participants

- Minimum class size of 10 registered participants (1:5 instructor to student ratio)
- One half of total participant spaces to be available for open registration
- A participant fee limited to \$250 (*excluding \$60 Safe Kids Certification Fee*)
- A Community Service Agreement to be completed by participant and employer

II. Course Administrator Responsibilities

*The training requires a **minimum** of 32 hours of combined classroom and practical instruction. An additional 16 hours should be planned for set up, wrap up and follow-up. Once you have decided to host the training, there are numerous responsibilities to manage during the pre and post phases of the training as indicated below.*

A. Before Class

- ☐ Contact DHS to request sponsorship for your course (adipirro@dhs.ca.gov (916) 552-9827).
- ☐ Identify a staff member from your agency to fulfill the role of “course administrator”.
- ☐ Secure a training site *with parking and a classroom where the training equipment can remain set-up during the course of the training.*
- ☐ Secure a check-up location *(ease of access and space).*
- ☐ Work with DHS to determine Instructor Team. *DHS will provide up to two Instructors (1 per 10 registered participants). Host agency needs to provide a matching number of instructors, (or a stipend for), to meet the NHTSA required 1:5 ratio.*
- ☐ Determine course fees: *DHS recommends a \$100 - \$200 registration fee to help offset training related expenses not covered by DHS including: instructor fee and expenses; checkup event materials; food and beverages for lunch/breaks. Charging a fee also helps to obtain a firm commitment from the participating agency. Remember to include the \$60.00 SAFE KIDS certification fee in your total course registration fee if you will be registering the students. Otherwise students can pay the certification fee separately by registering online.*
- ☐ Work with Lead Instructor to develop “course announcement letter to students”.
The announcement should include course details such as: course location (address), course fees, registration process, appropriate dress, inspection site location.
- ☐ Coordinate responsibilities with Lead Instructor, such as:
 - ✓ *Course paperwork that must be reproduced (Lead can provide you with masters).*
 - ✓ *Audio visual equipment needed such as laptop, LCD projector & screen*
 - ✓ *Times for meal delivery (if meals are being provided)*
 - ✓ *Details for inspection such as sponsorship; which inspection form will be used, publicity plans; CRS giveaways, supplies etc.*
- ☐ If you require training equipment, reserve a CPS training equipment trailer *(the trailers can be pulled by truck or mid-size SUV and include all equipment necessary for teaching the course, except checkup event supplies). To access a trailer you must:*
 - ✓ *Submit your request for use of the trailer to roxanne.woods@ucdmc.ucdavis.edu at University of California at Davis, Medical Center or the closest “Host Agency” for the California Office of Traffic Safety (OTS) funded trailers.*
 - ✓ *Obtain requirements for use of the trailer and provide required documentation in a timely manner, (e.g., arrangements to pick up and drop off trailer with the host agency; certificate of insurance, CA. drivers license and waiver releasing host agency from liability while trailer is in your possession).*

B. After Class

- ☐ Maintain contact with new CPS Technicians; provide opportunities to engage in CPS educational and inspection activities on at least a quarterly basis.